

DEPUTY EXECUTIVE DIRECTOR, EVALUATION INTERNATIONAL INITIATIVE FOR IMPACT EVALUATION (3ie)



JOB DESCRIPTION AND PROFILE OF CANDIDATE

1. Background

The International Initiative for Impact Evaluation (3ie) seeks a candidate to serve as the Deputy Executive Director (Evaluation) for the International Initiative for Impact Evaluation (3ie).

The International Initiative for Impact Evaluation (3ie) is dedicated to improving development outcomes through better use of evidence from quality impact evaluations.

3ie's functions are to promote evidence-based policy making and quality impact evaluations, through the funding of new studies, undertaking synthetic reviews of existing studies, providing quality assurance services for impact studies and setting international standards. 3ie's activities will identify what development interventions work, and why, and the organization will undertake advocacy to promote better development policies and interventions.

3ie operates as a program of the Global Development Network (GDN), an international organization headquartered in New Delhi, India, which is dedicated toward promoting 'Better Research, Better Policy, Better World'. The position will be based in New Delhi.

Additional information about 3ie is available on the 3ie website:
www.3ieimpact.org.

2. Job Description

Reports to: Executive Director

Other Key Relationships: Chairman of Board of Commissioners, Deputy Director (Finance and Administration), Deputy Director/Chief (Systematic Reviews), Deputy Director / Chief (Support to Impact Evaluation and Fundraising), Deputy Director / Chief (Policy, Advocacy and Communications Office)

3ie strategic goal

The Deputy Executive Director, Evaluation will primarily be responsible for component one of 3ie's strategy *Improving Lives with Impact Evaluation*, that is "To promote the generation of new evidence from impact evaluations that is relevant to policy and program design and implementation".

Core functions

The Deputy Executive Director, Evaluation will be part of 3ie's management team. He or she will head the Evaluation Office, which is responsible to technical oversight of the studies funded by 3ie and so responsible for ensuring the quality of all primary studies funded, or directly undertaken, by 3ie. He or she will also be responsible for ensuring adequate coordination between the different sections of the Delhi office on a day-to-day basis.

Specific functions of the Deputy Evaluation Director, Evaluation include

- Membership of 3ie's Management Team, and so participating in strategic discussions regarding 3ie's direction
- Management of 3ie's Evaluation Office, supervising the activities of all staff in that division (currently two evaluation officers and one research assistant, two additional staff may be hired)
- Overseeing coordination between the Evaluation Office, Finance and Administration, and Policy, Advocacy and Communication Office
- Overall responsibility for the management of, and reporting on, technical aspects of the 3ie primary grants program, notably management of the peer review process of proposals and outputs
- Assistance in the development of 3ie policy and technical documents
- Undertaking peer review activities, including organizing and participating in peer review panel meetings
- Contributing data to 3ie's quarterly monitoring system
- Participation in preparation of 3ie's Annual Report
- Undertaking missions to build support for 3ie and gain additional members
- Participating in external meetings as 3ie representative, including making presentations
- Acting for the Executive Director in his absence

The Deputy Executive Director, Evaluation will be supervised and evaluated by the Executive Director.

The position is for four (4) years with the possibility of renewal.

3. Key Performance Measures (2011/12)

1. Technical oversight

- To provide clear technical direction to 3ie evaluation office staff and peer reviewers
- To ensure the smooth running of the peer review process of grant applications
- To oversee the peer review process for on-going grants
- To assist the program office in the administering of primary grants
- To provide inputs related to the primary grant program to the quarterly and annual monitoring process

2. 3ie Management

- Participate in strategic discussions
- Oversee implementation of annual workplan for evaluation office
- Participate in management meeting and consultations

3. Activities in support of technical skills

- Presentations at conferences and workshops
- Authoring and co-authoring conceptual pieces
- Staff development activities including primary studies

4. Desired Qualifications

The successful candidate to be Deputy Executive Director of 3ie is likely to be someone with a PhD in an appropriate discipline, 10 or more years' experience in international development, and proven expertise in conducting quality impact evaluations.

In addition the following qualities are sought:

Reputation and Recognition: The successful candidate will have a reputation for integrity and technical knowledge.

Management Experience: It is desirable that the candidate will have had previous experience in leading research teams or large evaluation studies.

Project and grant management experience: It is desirable that the candidate have experience in either or both grant and project management in development agencies, including budget preparation and management.

Field experience: The candidate should have experience in conducting applied research in low and middle income countries

Policy Experience: It is desirable for the candidate to have experience with policy-making and implementing policies in one or more countries. Related skills and experience for negotiating, advocacy, communications and outreach are also desirable

International Experience: It is desirable for the candidate to have skills and experience in different cultural contexts, to have worked in different countries, and to be well-acquainted with development issues in low- and middle-income countries.

Communication Skills: The candidate must have good communication and interpersonal skills. Experience in public speaking is an advantage.

Candidates who are from developing countries are strongly encouraged to apply.

5. Process

Please submit a CV, including three references, to jobs@3ieimpact.org. Indicate the position for which you are applying in the message title.

The closing date for applications is Friday 16th September. Interviews will take place in either London or Delhi at the end of September/beginning of October.